

Risk assessment template

Company name: Darlaston Town (1874) FC

Assessment carried out by: Neil Chambers

Date of next review: 11 June 2021

Date assessment was carried out: **17 May 2021**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1.Spread of Covid-19 Coronavirus in club and dressing rooms toilets	All attendees – specifically visitors, players, officials and volunteers	Hand washing facilities with soap and water in place. Hand washing guidance posters in place	Additional hand sanitisers and poster in place	NJC	17/05/2021	Completed
		Disposable paper towels and warm air hand dryers in place in public toilets and paper towels in place in dressing rooms.	Increased vigilance and regular replacement of paper towels	Bar Supervisor and all volunteers	17/05/2021	Ongoing
		Sinks taps, door handles, Urinals, WCs, switches, panels and floor regularly cleaned and disinfected	Before opening during opening hours and at close all taps, sinks, door handles urinals WCs and floors will be cleaned and disinfected	Bar Supervisor and volunteers	17/05/2021	Ongoing

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			During opening hours Increase vigilance and regular disinfecting and cleaning of sinks, taps, door handles, urinals, WCs	Bar Supervisor and volunteers	17/05/2021	Ongoing
			Number of people allowed entry restricted to 84 at any one time	Bar Supervisor and volunteers	17/05/2021	Ongoing
			Social distancing and other signage in place	NJC and GH	17/05/2021	Ongoing
			Doors and interconnecting corridor doors will be left open (where possible) to significantly reduce transfer from person to person	Bar Supervisor and all volunteers	17/05/2021	Ongoing

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2. Spread of Covid-19 Coronavirus in clubhouse and community Rooms	All customers, volunteers and visitors	Full adherence to Government Guidance - <i>"Keeping workers and customers safe during restaurants, pubs, bars and takeaway services"</i> https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	Max 6 persons from mixed household or 2 households allowed at each table.	NJC and GH	17/05/2021	Ongoing
			Appropriate social distancing and other signage in place	NJC and GH	17/05/2021	Ongoing
			No drinks or food will be served at the bar. Waiter service only for the purchase of food and drinks.	Bar Supervisor	17/05/2021	Ongoing
			All customers must wear a mask upon entering the clubhouse and at all times unless seated.	Bar Supervisor and all volunteers	17/05/2021	Ongoing
			Hand wash /sanitiser will be available for customer use	Bar Supervisor and all volunteers	17/05/202	Ongoing

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			Tables and chairs spaced apart in accordance with social distancing measures	Bar Supervisor and all volunteers	17/05/2021	Completed
			No tables or chairs to be moved by customers	Bar Supervisor and all volunteers	17/05/2021	Ongoing
			All customers must complete the test and trace register or register via the COVID 19 App.	Bar Supervisor And all volunteers	17/05/2021	Ongoing
			Volunteers to clean bar, taps, door handles, bottle bins, stock and cellar regularly	NJC GH and Directors	17/05/2021	Ongoing
			Hand sanitiser available to all customers	Bar Supervisor and all volunteers	17/05/2021	Ongoing

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			Windows & entry and exit doors left open (as appropriate) to improve air flow Internal bins to be emptied frequently	Bar Supervisor and all volunteers	17/05/2021	Ongoing
			Face coverings must be worn by bar staff and waiter staff	Bar Supervisor and all volunteers	17/05/2021	Ongoing
			Volunteers to wash and/or sanitise hands and change gloves regularly	Bar Supervisor and all volunteers	17/05/2021	Ongoing
			Tables, chairs, door handles and touch points to be cleaned and disinfected frequently	Bar Supervisor and all volunteers	17/05/2021	Ongoing

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			All drinks and snacks will be served to the table by waiting staff	Bar Supervisor and all volunteers	17/05/2021	Ongoing
			Children must be supervised at all times and must not be allowed to roam or go outside individually or in groups	Bar Supervisor and all volunteers	17/05/2021	Ongoing
			Smokers will be allowed to smoke in a designated smoking area whilst social distancing	Bar Supervisor and all volunteers	17/05/2021	Ongoing
			Cash will be taken but payment by card is encouraged	Bar supervisor and all volunteers	17/05/2021	Ongoing
			Hot and cold will be served at the discretion of the club.	Bar supervisor	17/05/2021	Ongoing

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4. Spread of Coronavirus in Kitchen	All volunteers	Already have strong procedures in place resulting in Environmental Health Food Safety 5 Rating	Restrict access to only those involved in food preparation	Kitchen supervisor	17/05/2021	Ongoing
			Use disposable cups, plates and cutlery	All volunteers	17/05/2021	Ongoing
			Volunteers wash and/or sanitise hands before starting and regularly thereafter	All volunteers	17/05/2021	Ongoing
			Clean kitchen , pans, equipment and utensils before use, throughout and at end of the working day.	Kitchen Supervisor	17/05/2021	Ongoing
			Empty kitchen bins regularly	All volunteers	17/05/2021	Ongoing

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5.Spread of Coronavirus specifically for players and coaches at training (27/06/20-01/08/2020)	All players and coaches	Compliance with FA Guidance Documents issued for re-starting football activity during COVID 19 (as below) https://www.thefa.com/news/2021/may/11/step-three-guidance-20210511	Future compliance with updated FA Guidance	All players and coaches	Effective 27/06/20	Complete
6.Spread of Coronavirus upon re-starting outdoor competitive grassroots football-including training, friendlies and all matches,	All players, coaches, officials, visitors, volunteers and supporters	Compliance with FA Guidance https://www.birminghamfa.com/covid-19		All managers, coaches, officials, players, Directors and committee.	17/05/2021	Complete
(Unless specified) - Applies to all teams at Darlaston	All players, coaches, officials, visitors and supporters	Complying with all current Government and FA Guidance	6.a Before Activity (i) All players, coaches, officials, visitors, volunteers and supporters	All players, coaches, officials,	17/05/2021	Ongoing

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Town (1874) FC)			to self assess for Covid19 symptoms and comply with Government guidelines and stay (or return) home	visitors, volunteers and supporters		
			(ii) Before entry all attendees to complete contact details on test and trace document or register via COVID 19 App	Players, coaches, officials, visitors, volunteers and supporters	17/05/2021	Ongoing
			(iii) Upon entry all attendees and participants to wash and/ or sanitise hands	All managers or designated person for each team	17/05/2021	Ongoing
			(iv) Each team will have its own equipment including balls, corner poles, first aid, warm up equipment which will be disinfected before, during and after	All managers or designated person for each team	17/05/2021	Ongoing

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			<p>use. No equipment will be shared between teams</p> <p>(v) Goalposts and corner poles will be wiped down before use</p> <p>(vi) Players, officials, coaches, parents, supporters and volunteers will be encouraged not to use public transport and follow Government and FA guidance on travel to and from training and matches</p> <p>(vii) Active participants will be encouraged to arrive changed ready to take part - or in accordance with League/FA requirements.</p>	<p>All managers or designated person for each team</p> <p>All managers or designated person for each team</p> <p>All managers or designated person for each team RC, Welfare officer and parents</p>	<p>17/05/2021</p> <p>17/05/2021</p> <p>17/05/2021</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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			Youth team managers to ensure parents have given permission for child to take part	RC, Welfare Officer and All youth team coaches/ managers	17/05/2021	Ongoing
			(viii) Youth team coaches to re-acquaint themselves with all safeguarding policies and procedures	All managers and coaches	17/05/2021	Ongoing
			(ix) All managers to agree meet up times with participants to avoid congregating at venue. For competitive matches youth and Ladies teams 1 hour pre KO and maximum 1.5 hours for WMRL team pre KO)	All managers and coaches	17/05/2021	Ongoing
			(x) All first aid equipment including stretchers and cradles to be wiped down	Physios /first aid officers or managers	17/05/2021	Ongoing

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			(before during and after all activity or use)			
			(xi) Before during and after all activity participants in confined spaces (including changing rooms, corridors and medical rooms) should where possible maintain social distancing and if unable to do so wear appropriate PPE	All participants	17/05/2021	Ongoing
			(xii) Hand sanitiser and/or hand wash will be made available to each team for the use of players, coaches and managers	All managers, physio and first aid officers	17/05/2021	Ongoing
			(xiii) A designated person from each team should ensure first aid qualifications are up to date	Ditto	17/05/2021	Ongoing

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			(xiv) face shields and a supply of face masks will be made available to each qualified first aider	Managers	17/05/2021	Ongoing
			(xv) Clubhouse to be open at discretion of Directors and Committee and risk assessment as detailed above to be applied. Toilets to be open pre match, during and after the match	Directors and Committee	17/05/2021	Ongoing
			6.c During training and matchplay			
			(i) social distancing to be adhered to before and after training sessions and competitive matchplay including breaks and intermissions	All Participants	17/05/2021	Ongoing

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			(iii) No equipment will be shared amongst teams and players.	All managers and coaches	17/05/2021	Ongoing
			(iv) Each participant will bring their own named drinks canister (youth teams and ladies teams only).	All managers coaches and participants	17/05/2021	Ongoing
			(v) First team WMRL participants will be provided with named drinks canisters	All managers and coaches	17/05/2021	Ongoing
			(vii) spitting and shouting will be discouraged	All team managers coaches and participants	17/05/2021	Ongoing
			(ix) rigorous hygiene and first aid standards will be observed and wearing of gloves and facemasks	All team managers coaches and physios	17/05/2021	Ongoing

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			when attending an injury will be observed			
			(xi) No pre match handshake shall take place	All managers coaches and participants	17/05/2021	Ongoing
			(xii) warm ups will observe social distancing where possible as should coaches, staff and substitutes during the game	Youth team managers coaches and players	17/05/2021	Ongoing
			(xiii) Goal celebrations should be avoided	Ditto	17/05/2021	Ongoing
			(xiv) Ground capacity is limited to 50% of Capacity	Committee and Directors	17/05/2021	Ongoing
			6.c After Activity			
			(i) Hand wash and/or sanitiser will be available	All youth team and ladies	17/05/2021	Ongoing

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			for all participants to use immediately after the game.	team managers and coaches and participants		
			(ii) (Subject to agreed separate and safe arrangements) participants will be required to take playing kit home and wash it	Managers and all participants	17/05/2021	Ongoing
			(iii) At the discretion of the committee the clubhouse and toilets may be open following competitive match play only.	Directors and Committee	17/05/2021	Ongoing
			(iv) All attendees should maintain social distancing when possible	All attendees	17/05/2021	Ongoing

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			(v) Payments to match officials will be made in accordance with the match officials wishes - i.e electronically or cash	Secretaries	17/05/2021	Ongoing
			(vi) Anyone showing symptoms should report this to the NHS test and trace system by calling 119	Anyone showing symptoms	17/05/2021	Ongoing
			(vii) Warm up areas will be provided to allow match officials and both teams to social distance.	Committee and Directors	17/05/2021	Ongoing
			(viii) Boardroom half time and post-match hospitality will be provided at the discretion of the committee or in line with League requirements	NJC, GH and SC and club officials	17/05/2021	Ongoing

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			(ix) Post match showers will be available. It will be the responsibility of each club to ensure social distancing is maintained in showers.	All participants	17/05/2021	Ongoing
			(x) Technical areas will be extended to allow adequate social distancing for substitutes and officials. Additional seating will be provided and immediate area behind dug outs closed off.	Match officials and all participants	17/05/2021	Ongoing
			(xi) Clubhouse facilities will be available before and after the game entirely at the discretion of the committee	Secretary and Match officials.	17/05/2021	Ongoing
			(xii) Hand wash and/or sanitiser will be provided in all changing and	Club Officials	17/05/2021	Ongoing

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			<p>medical rooms together with paper towels</p> <p>(xiii) All changing and medical rooms will be disinfected before and after every game</p>	GP	17/05/2021	Ongoing
7. Spread of coronavirus by volunteers	Volunteers and visitors	Volunteers complying with social distancing measures, washing hands regularly for at least 20 seconds and wearing PPE as required	Hand sanitisers, hand wash, face masks and gloves to be made available to all volunteers	All volunteers	17/05/2021	Ongoing
		Volunteers demonstrating any symptoms to immediately self isolate and comply with test and trace requirements by calling 119		All Volunteers	Immediately	Ongoing